



Dulwich and District u3a Privacy Policy

Dulwich and District u3a treats member privacy rights seriously. This privacy policy sets out how we deal with members' personal information i.e. information which could identify, or is related to the identity, of an individual.

1 What personal information do we hold?

When you become a member of Dulwich and District u3a you will be asked to provide information on the membership form including: your name, home address, email address, telephone numbers, interests and skills, and Gift Aid declaration (if you have chosen to complete it).

2 How do we collect this personal information?

All the information collected is obtained directly from the members. This is usually at the point of initial registration when the information is collected via membership forms. The lawful basis for collection and storing personal information is due to the contractual relationship that members have with the u3a. In order to inform members about the groups, activities and events that they can access we need to store and process a certain amount of personal data.

3 How do we use the personal information?

- To communicate with members by email, post, and telephone, to advise them of u3a activities.
- To provide u3a services to members.
- We will not give any personal details to outside third parties for their own use.
- We do not store any bank details.

4 Who do we share personal information with?

We may share information about members:

- Internally: To trustees and group convenors, in order to facilitate participation in u3a activities.
- Externally: To organisations which are responsible for u3a direct mailing. e.g. Third Age Trust magazines (*Third Age Matters* and *Sources*) and Dulwich and District u3a Directories. Where such organisations are used we ensure that they are GDPR (General Data Protection Regulation) compliant and that their procedures are secure.
- Externally: With HMRC, for the purpose of claiming Gift Aid.

5 How long do we keep personal information?

We need to keep personal information so that we can provide our services to members. In most instances information about a member will not be stored for longer than 12 months after their membership of Dulwich and District u3a has ceased. The exceptions to this are instances where there may be legal (e.g. Gift Aid) or insurance circumstances that require information to be held for longer.

6 How do we store personal information?

We have in place a range of security safeguards to protect your personal data against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your full membership information is held on a secure membership database (Beacon) and accessed by the Membership Secretary, Treasurer, Communications Secretary and Beacon System Administrators as appropriate. Partial membership information may be held separately and accessed as necessary (for example, the Communications Secretary uses the Mailchimp email communication application).

7 Group convenors

Group convenors hold contact details of their members for administrative and communication purposes. The lawful basis for holding this information is legitimate interest: it is necessary for them to have the information to inform group members about group activities and administer the group. Personal information will only be shared with the rest of the group with the individual member's explicit permission. Members can withdraw their permission to share their personal information with the rest of the group on request to the group convenor.

8 How can personal information be updated or corrected?

To ensure the information we hold is accurate and up to date, members should inform Dulwich and District u3a of any changes to their personal information by sending an email to the Membership Secretary at membership@dulwich-u3a.uk.

Members are entitled to request access to the information that is held by Dulwich and District u3a. The request should be sent to the Membership Secretary as above. The request will be acknowledged and dealt with expediently (a written reply with the information will generally be provided within fourteen days).

9 Availability and changes to this policy

This policy is available on the Dulwich and District u3a website and printed copies may be obtained from the Membership Secretary. The policy will be reviewed every two years or sooner if required by updated legislation or guidance.

Version	Date	Lead Author	Approved by/date	Review date
1.5	10 Jan 2021	Anne Sharpley	Dulwich and District u3a Trustees 14 January 2021	January 2023